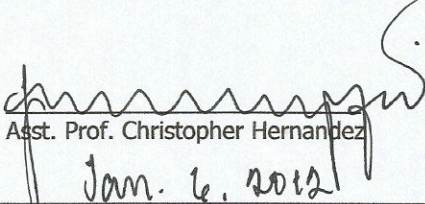


Policy No:	ACA-POL-GCC-0005
Policy Title:	Summoned Counseling Policy
Implementation Procedure:	ACA-PROC-GCC-0005 Summoned Counseling Procedure
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Guidance and Counseling Center
"Supersedes" Notification:	
Purpose of Policy:	Summoned Counseling is designed to assist students in coping with their academic responsibilities, amidst the personal and social issues they are facing.
Detailed Policy Statement:	<ul style="list-style-type: none"> • Summoned Counseling is conducted when the student is referred by any of the following; teacher / professor, Director of the Office of the Student Affairs, or any significant others. • The designated Guidance Counselor conducts counseling to the summoned students. • The parent or the legal guardian of the student may be requested by the Guidance Counselor to visit the school if needed. • Findings and results of all Summoned Counseling are treated strictly confidential. • The Guidance Counselor terminates the counseling sessions if the student is observed to manifest independence or need to be referred for further treatment and assessment.
Applicability:	All students
Policy Approval Authority:	Director of the Guidance and Counseling Center
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Asst. Prof. Christopher Hernandez
Date of Approval	Jan. 6, 2012

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